



## **SURVEILLANCE DETECTION COORDINATOR**

An opportunity is available to work as the Surveillance Detection Coordinator within the Regional Security Office at the U.S. Embassy, Canberra.

Salary: A\$69,055 p.a. + superannuation benefits  
Hours: 40hrs/week, Monday to Friday.

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of at least 2 years of University/College level training is required
2. Ten years of experience in Australian law enforcement, security, military, or intelligence analysis; in addition to at least one year of prior supervisory experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. An excellent working knowledge of administrative procedures, law enforcement and/or intelligence analysis is required.
5. Must have demonstrated knowledge of leadership principles and practices, and the ability to work independently is required.
6. Excellent written and verbal communication skills, including a demonstrated ability to interpret and report facts from complex data arrays in a clear concise manner is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by C.O.B **MARCH 18, 2011**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note:*** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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<b>POSITION TITLE: SURVEILLANCE DETECTION COORDINATOR</b>	<b>POSITION GRADE LE- 8 (STARTING SALARY A\$69,055)</b>
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

Purpose is to enhance safety and security of mission personnel and facilities by coordinating effective employment of all appropriate post resources to provide comprehensive situational awareness to identify pre-operational terrorist surveillance and act to inform, interdict and disrupt. Supervises and coordinates all aspects of the Surveillance Detection Program at post under supervision and guidance of the Assistant Regional and Regional Security Officer (ARSO). Assist the RSO in incorporating comprehensive surveillance detection and awareness as essential functions of the integrated security plan.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

### **Major Duties and Responsibilities**

1. In accordance with RSO directive, coordinates the participation, harmonization, and training of post resources (e.g. LGF, GSO drivers, FSN staff, local police, and domestic staff) and the SD Team (ten subordinates) in the SD Program. Supervises compilation and review of reports, and conducts analysis of a wide variety of security incidents derived from the SD Team, LGF, FSN and U.S. employees of the mission to provide RSO with indications and warnings related to the presence of potential terrorist surveillance activity at post. Oversees all SD Team efforts to detect, identify, and monitor hostile surveillance measures directed against USG personnel, families, facilities, and residences. In accordance with RSO directives, trains and supervises team in use of electronic equipment to photograph, and/or videotape suspicious or unusual activities and personnel. Supervises and establishes mobile surveillance detection operations to detect, identify and monitor hostile surveillance activities directed against USG vehicles, and privately operated vehicles of designated USG personnel and their families. Produces work schedules, and monitors job performance, recommend performance improvement and disciplinary actions.
2. Briefs the RSO on SD operations and incidents/sightings. Ensures that all SD sighting reports are fully documented and properly entered into the Security Incident Management and Analysis System (SIMAS) by the Security Analyst and Personnel Investigator. Oversees SD team administration and logistical support requirements, working with the contractor and RSO to ensure administration and logistical support requirements, working with the contractor and RSO to ensure these requirements are met. Ensures SSD team utilizes issued communications, photographic and video and other SD equipment in performance of assigned duties and tasks, in accordance with U.S Government regulations and RSO policies and guidelines. Prepares shift report, incident report, and operational assignment summaries. Prepares record of interviews with host country national

police in furtherance of SD incident management. Maintains controls on subordinates' use of contractor-provided vehicles, ensures the equipment provided meets all safety standards and is fully operational. Audits monthly bills for SD Team and cellular telephones to ensure the bills are accurate and that appropriate charges are levied against subordinates for any personal phone calls.

SDC Monitors Post SD Budget allocation for SD Team and accountable for all operations expenses.

Supervisory duties must include assisting in recruitment and selection of SD team members, scheduling shifts of team members, approving leave of subordinates, monitoring job performance of SD team members, and recommending performance improvement, performance recognition or disciplinary actions.

3. As directed by the RSO, serves as liaison with other agencies and office at Post on SD matters. Also serves as back up Security Analyst in their absence.
4. Assist Residential Security Coordinator in conducting of residential security inspections, monitor of local crime trends effecting residential security and general coordination of alarm security.

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of at least 2 years of University/College level training is required
2. Ten years of experience in Australian law enforcement, security, military, or intelligence analysis; in addition to at least one year of prior supervisory experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. An excellent working knowledge of administrative procedures, law enforcement and/or intelligence analysis is required.
5. Must have demonstrated knowledge of leadership principles and practices, and the ability to work independently is required.
6. Excellent written and verbal communication skills, including a demonstrated ability to interpret and report facts from complex data arrays in a clear concise manner is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
7. To meet host government eligibility, candidates must be Australian Citizens.

### **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS C.O.B MARCH 18, 2011**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## **APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References